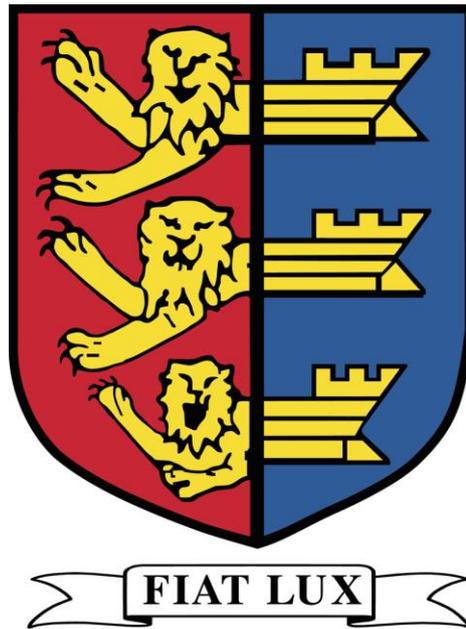


DOVER GRAMMAR SCHOOL FOR BOYS



Information Booklet 2015/16

WELCOME TO DOVER GRAMMAR SCHOOL FOR BOYS

Dear Parents

We are pleased to welcome you and your son to Dover Grammar School for Boys.

We look forward to getting to know you in the years ahead. You and we are now part of the same team and will be working closely together during your son's time at 'DGSB'.

This booklet contains a great many practical details assembled in order to help you and your son adapt rapidly and easily to a new school. We hope you will find the information useful.

The Headteacher and Staff of Dover Grammar School of Boys

GOVERNING BODY

Mr Les Craggs	-	LA Governor	<i>(Chairman)</i>
Rev A Bawtree	-	Co-opted Governor	<i>(Vice Chairman)</i>
Mr Chris Clewlow	-	Partnership Governor	<i>(Vice Chairman)</i>
Mr Alan Barham	-	Co-opted Governor	
Mr David Fletcher	-	Co-opted Governor	
Mrs Claire Frost	-	Co-opted Governor	
Mr Antony Hook	-	Co-opted Governor	
Mr Dale Mitchell	-	Co-opted Governor	
Mr Lee Parslow	-	Co-opted Governor	
Dr Jens Loesel	-	Parent Governor	
Mr Barry Waters	-	Parent Governor	
Mr James Tysoe	-	Partnership Governor	
Mr Stephen Nugus	-	Associate Governor	
Mr John Harris	-	Staff Governor	
Mr Ben Ralph	-	Deputy Headteacher, Associate Governor	
Mrs Helen Simmonds	-	School Business Manager, Co-opted Governor	
Mrs Fiona Chapman	-	Headteacher	

The Clerk to the Governing Body is:

Mr Ron Dale

C/o Dover Grammar School for Boys, Astor Avenue, Dover, Kent CT17 0DQ

TERM DATES 2015/2016

TERM 1 Monday 7 September to Friday 23 October 2015

(Holiday: Monday 26 October to Friday 30 October 2015)

TERM 2 Monday 2 November to Friday 18 December 2015

(Holiday: Monday 21 December to Monday 4 January 2016)

TERM 3 Tuesday 5 January to Friday 12 February 2016

(Holiday: Monday 15 February to Friday 19 February 2016)

TERM 4 Monday 22 February to Thursday 24 March 2016

(Holiday: Friday 25 March to Friday 8 April 2016)

TERM 5 Monday 11 April to Friday 27 May 2016

Bank Holiday Monday 2 May 2016

(Holiday: Monday 30 May to Friday 3 June 2016)

TERM 6 Monday 6 June to Friday 22 July 2016

THE DAILY TIMETABLE

Morning

0840 - 0845	-	Registration
0845 - 0945	-	Period 1
0945 - 1045	-	Period 2
1045 - 1105	-	Break
1105 - 1205	-	Period 3
1205 - 1305	-	Period 4
1305 - 1405	-	Lunch

Afternoon

1405 - 1425	-	Assembly or Form Period
1425 - 1525	-	Period 5

The basic timetable structure operates on a fortnightly cycle, 'Week One' alternating with 'Week Two'.

STAFF DEVELOPMENT DAYS

Thursday 3 September 2015

Friday 4 September 2015

Friday 27 November 2015

Monday 4 January 2016

Monday 27 June 2016

SCHOOL UNIFORM (YEARS 7-11)

Items of uniform can be obtained from: Channel Uniforms Ltd.,
Shop 1, Radnor Chambers
Cheriton Place,
Folkestone, Kent CT20 2BB

Tel: 01303-487075 / 01303-487185. Email: channeluniforms@live.co.uk

- | | |
|--|--|
| <ul style="list-style-type: none">• Black blazer with the School badge• Black trousers• Socks of any dark colour (luminous NOT allowed)• White shirts• School tie• Black shoes (trainers and boots of any description are NOT allowed as normal footwear)• Jumper, if worn, must be navy blue, black or grey• Reversible School Rugby/Football jersey• Navy blue shorts for games and PE | <ul style="list-style-type: none">• School Football/Rugby socks• Football boots• Trainers with non-marking soles – Good grip needed for Cross Country and Orienteering• Shower towel• Navy blue tracksuit (optional)• Waterproof sports top (optional)• Shinpads, gumshield – essential for Games activities• Athletics vest of colour designated for the house |
|--|--|

All items of clothing must be clearly named.

Please note that uniform can be ordered at the Parents' Evening on Thursday 2 July. The athletics vests - which differ from House to House - can be purchased on the Year 6 Induction Day that takes place in July, thereafter from the School Office.

Tracksuits and waterproof sports tops are not compulsory but do prove useful in the cold and wet weather. If these are worn then we simply ask that they be navy blue.

Hair should be kept neat and tidy and of a natural colour.

Ear-rings, nose-rings and other forms of facial jewellery are not permitted.

These requirements reflect the importance we attach to the appearance of the students both at School, on their way to and from School and when representing it. Please check with the School if you are unsure about the suitability of any items of clothing.

STATIONERY AND EQUIPMENT

It is recommended that students entering the School should have the following items:

- Cartridge pen or ink rollerball
- Ballpoint pen
- An HB, 2H, 2B and a 4B pencil.
- Good quality eraser
- Pencil sharpener
- 1 notepad / A4 hard-backed exercise book for rough work
- 30cm (12") ruler marked in cm & mm
- A pair of compasses
- 10cm protractor
- A calculator. Calculators used by the Mathematics Department are the Casio fx-83GT plus, or fx-85GT plus. Both calculators are widely available, but can be purchased from the Mathematics Department directly.
- Fine brush No.3 / Thicker brush No.6.
- Tin of 12 coloured pencils (e.g. Smiths)
- Pack of 10 or 20 coloured felt tips
- Small box of water colours such as Rowney, Winsor & Newton or Reeves (10 - 12 colours). We recommend Reeves for value for money.
- A small English dictionary.
- Headphones for music lessons. (Ear-buds will suffice).

ATTENDANCE

The School is very conscious of the link between good attendance and high academic achievement. We therefore rely on your co-operation to ensure that your son's attendance leaves nothing to be desired. Should, however, your son be absent through illness or any other reason please contact the Attendance Officer by telephone not later than 08.30 on the first day of absence. When he returns to school please ensure that he brings a note of explanation for the absence even if we have been informed by telephone.

Students in Key Stages 3 and 4 are not allowed out of the School grounds during the day unless they have special permission to go home for lunch or to attend an appointment. If your son needs to leave school during the day please write a note to the Form Tutor. It will be necessary for him to sign out at the Learning Centre on leaving and to sign in on his return.

The School believes that prolonged absence from lessons is extremely detrimental to students' learning and will not authorise applications for holiday during term time.

If your son is taken ill in school our first aid staff will assess the situation and if necessary contact you to ask you to collect him. Please note that we are not allowed to administer any paracetamol or other medicine unless we have special permission from parents who have sent in the appropriate medication. The medical room is for emergencies and students waiting to be collected when unwell. It is not reasonable to expect the Office staff to look after students who are unwell for any length of time but they will gladly do so whilst you are on your way to collect your son. If you are unable to collect him you can ask us to order a taxi to take him home (the cost to be borne by yourselves). He will not be sent home unaccompanied unless he is considered fit to travel home in the normal way at the end of the school day. In case of an emergency it may be necessary for us to call an ambulance or to send him to the Casualty Department. In such circumstances every effort will be made to contact you immediately and if necessary a member of staff will accompany your son to the hospital and stay with him until you arrive.

BAGS AND BOOKS

All school books and stationery should be transported in a bag which can be carried on the back. Plastic bags are not allowed.

Students are expected to pay the full cost of any book damaged by carelessness or misuse. Similarly it is necessary to charge for lost books or ask for them to be replaced.

TRAVEL ASSISTANCE

In case you consider that you may be eligible for assistance with transport, copies of the appropriate booklet, including a form for you to complete, are being sent to Primary Schools. They are also obtainable from:

**Admission and Transport Office
Sessions House
County Hall
Maidstone
ME14 1XQ**

Tel. No: 03000 412121 - ask for the Home to School Transport Team
Email: homeschooltransport@kent.gov.uk
www.kent.gov.uk/schooltransport

Young Persons Travel Passes: 03000 413735 / 03000 413856, or email:
youngpersonstravelpass@kent.gov.uk

The completed form will need to be returned to the Area Office as soon as possible, and in any event no later than the end of the Summer Term 2015. If you encounter any difficulties please do not hesitate to contact the School.

If you apply late for a season ticket, or a bus pass, you will find that it is not ready at the beginning of term, and that you will have to meet the travel costs initially.

KCC Lost Passes

Please note that the charge to replace a student's lost bus/train pass will be £10.00. For information regarding lost passes, parents/carers should contact **The Public Transport Team** as follows:

Email: Public.transport@kent.gov.uk
Tel No: 03000 413531 (East Kent Area)

Young Persons Travel Pass: 03000 418484

Kent County Council have stated that they cannot reimburse any fare incurred as a result of the lost or removed ticket.

SCHOOL ETHOS

The School believes that all students have the right to a high quality education in a safe, secure and respectful environment.

To promote these aims the School has a range of rewards and sanctions currently in operation, over and above simple praise.

Merits are awarded for any act, behaviour or work that is worthy of recognition. Prizes are awarded for students earning the highest number of merits and for those making the most progress.

We have a system of sanctions designed both to act as a deterrent and to ensure that students reflect on their behaviour and its impact upon others.

A supportive home-school partnership is crucial in ensuring that your son adopts a positive approach to all aspects of school life, and for sanctions to be effective, it is important that the School has your support for any given. The School will keep you informed of any detentions or reports given to your son.

The students are encouraged to play their part in the School community. They will have many opportunities to take on roles of responsibility.

BULLYING

Bullying issues arise to some extent in every school, and although rare, at DGSB they are dealt with sensitively, but fairly, as soon as we are made aware of them. Students are encouraged to make their anxieties known either to a member of staff or to an older student who is acting as their mentor. Both students and parents should bear in mind that an unreported situation is not possible to rectify.

HOME SCHOOL AGREEMENT

After joining the School a declaration of intent is signed by each student, his parents and the School.

ASSEMBLY

Students have an assembly twice a week. Students attend one School Assembly and one House or Year Group Assembly each week. School Assemblies regularly address moral or spiritual issues, but always in ways appropriate to believers and non-believers alike.

TUTOR GROUPS AND HOUSES

The School operates a House system where students are allocated places in one of the four Houses: Castle, Channel, Port and Priory.

Each House has one Tutor Group per year.

For September 2015 there will be an exception in Year 7 where there will be five tutors groups, and each group will comprise of a quarter of students from each House.

Your son will have a Form Tutor and Director of Key Stage who will be responsible for his progress. However, each Key Stage also has a Student Support Manager who is a non-teaching member of staff, and any issues or problems you have should be addressed to them in the first instance.

HOMEWORK

Homework is an integral part of each student's studies. In Year 7, two or three subjects are set for each night. It is expected that on average about thirty minutes will be spent on each subject but this will vary somewhat depending on the task set. It is worth pointing out that homework may come in different forms: written homework such as exercises, writing up notes, essays etc., and learning homework, which, contrary to what students may tend to believe, is every bit as important. Each student will be issued with a homework diary which parents are asked to check and sign each week. Homework timetables are issued to students and parents at the beginning of the academic year

The School uses a web-based homework system called Show My Homework to allow students and parents to monitor homework closely.

We would like to hear from parents straight away if there is any particular concern over homework. Similarly we will inform you if there are problems such as your son not doing his homework or not doing it satisfactorily. Parents and teacher can thus work together to help students establish better working habits.

REPORTS AND PARENTS' EVENINGS

The School seeks to give you as much information as possible as to how your son is progressing. During the first half term there is a welcome evening where you will have the opportunity to meet Senior Staff to discuss any issues of concern as he settles in to his new school.

Interim assessments in October, January, March and June will let you know the academic progress that your son is making in each of his subjects. You will be able to compare these with the target grades which have been set for him. Each student has different targets and it is important that his achievements are judged against what we would expect him to be achieving rather than comparing his progress with his classmates. With these interim grades you will also receive information on the behaviour and effort of your son in each of the teaching groups to which he belongs. In March there will be an opportunity to meet your son's subject teachers at the Year 7 Parents' Evening.

During Term 6 of his first year he will also be sitting internal examinations. The marks and levels which he achieves in these tests will be sent home as a separate set of results in addition to his final Year 7 interim grades. An end-of-year report will be produced by all of his teachers which you will receive at the end of Term 6.

SPECIAL EDUCATIONAL NEEDS AND THE LEARNING CENTRE

In a selective school the number of students with SEN (Special Educational Needs) is relatively limited, but we aim to provide support to those who have a specific difficulty whilst otherwise being academically able.

The School SEN policy is reviewed annually by the Governing Body and is in line with the SEN Code of Practice.

Our SEN provision includes both termly LIFT meetings in which outside agencies (such as the Educational Psychology service) participate, and annual reviews of those students with Statements of SEN. The SEN co-ordinator works closely with the Heads of House, Form Tutors, Subject Teachers and Teaching Assistants as necessary.

Students with SEN are mainly supported by their class teachers in line with new Ofsted guidelines and DfE teaching standards, but there is also support available via the Learning Centre. The work of the Centre extends well beyond the formal SEN Register to provide support for any student experiencing barriers to learning on either a short or long term basis. This takes in emotional and behavioural needs as well as learning difficulties and working in conjunction with the English Department in supporting progress in literacy.

The Learning Centre staff includes two Cover Supervisors and two Teaching Assistants all under the leadership of the SENCO. The School is also supported in meeting students' counselling needs by the School Counselling Service.

MONEY AND VALUABLES/CARE OF PERSONAL PROPERTY

It is recognised that students may need to carry money with them in order to pay for such things as their dinner or bus fares. However, money and valuable items such as watches should be handed to a member of staff for safe keeping when the students change their clothes for PE, Games or Drama lessons.

Money for trips should be handed in to the Bursary **(in a sealed envelope labelled with the name of the student, who or what it is for and the sum enclosed)**.

While we allow students to bring in mobile phones and music players etc for use at break and lunchtime, the School takes no responsibility for any of these possessions.

We are aware that some parents wish their son to have a mobile phone in case of an emergency on his journey to or from School. It should also be understood that the School cannot accept any responsibility for mobile phones that may be lost in School, whatever the circumstances.

Students are asked to take great care of their personal property at all times. The School cannot accept liability for the loss of personal property unless guidelines and School rules are followed. Students are allocated lockers on a first come first served basis owing to the limited number of lockers. A payment of £10 is required which provides a locker, padlock and key for as long as it is required whilst your son is at DGSB. If no longer required, or when your son leaves the school, £5 is refundable upon return of the padlock and key. Students may not use their own padlocks. Should a padlock or key be lost then the deposit will be used to replace it and a further £5 deposit will be required in case of further loss.

PROCEDURE IN BAD WEATHER

During the winter months, heavy snowfalls can disrupt the school day and cause travel problems for the students. Your son needs to be prepared so that he can cope confidently when this happens.

If the School has to close early, contract buses are requested to attend at the time of closure. The School, in turn are advised of any travel difficulties by the bus or train companies. On such occasions your son may arrive home earlier than usual and he will need to know what to do if you are out and he has no key.

Should weather conditions become severe it is possible that *all* transport ceases to run and anywhere outside of central Dover can be inaccessible. For this reason we ask that if your son does not live within walking distance he has a SNOW ADDRESS - i.e. an address he is able to walk to on such occasions. This address must be declared before the autumn half-term holiday.

If public transport is running then you can generally expect the School to be open. In the event of school closure we will send a text and/or email using our Parentmail facility, and our website will be updated. (Please ensure we always have your most up to date contact details).

LUNCHTIME

Students are not normally allowed out of school during the lunch period. Parents who wish their son to return home for lunch must apply in writing before the term begins.

CAFETERIA

From September 2015 the School will be using the services of a professional catering company for its school meals provision – Caterlink (www.caterlinkltd.co.uk). Hot and cold meals will be available at lunchtime and snacks at break. Caterlink will also be offering a breakfast service. Cashless Catering is being introduced from September using the ParentPay system and you will be given more details of this and how to register in due course.

Menus are displayed around the School and on the School's website.

Packed lunches may be brought in, but it is generally felt that students should be encouraged to take a cooked lunch if possible as it provides them with the nourishment growing children need, whilst being priced to give very good value for money.

Opening Times

Breakfast – 8.00 – 8.30 am (to be confirmed)

Morning break - 10.45 to 11.05 am

Lunchtime – 13.05 to 14.00 pm

AMENITIES FUND

Each September it is customary for the Headteacher to appeal to parents to make an annual donation to the School Amenity Fund to finance various activities and extras which cannot always be funded from the main school finances. Examples of such extras are the School's minibus, hire of coaches for sports teams, prizes given at Senior, Middle and Junior School prize-giving days, and trophies and medals competed for on Sports days. We also maintain a small hardship fund.

Administration is made easier if this donation is made via a Banker's Order, but this is by no means the only option. Invitations to contribute by cash or cheque will be distributed via the students in the latter part of September.

The requested annual contribution is at present £15.00 per student which is in line with most other local Schools. Please refer to the 'School Amenity Fund - Payment by Banker's Order Form' included in the booklet of admission forms.

If you are a basic or higher rate tax payer we can claim Gift Aid on your donation, so please tick the box on the form to confirm that you are a taxpayer. Gift Aid means that each £1 donated is worth £1.28 to the School.

IN SUMMARY

We are looking forward to welcoming your son to the School. We hope he will be very happy with us and soon feel part of the family of DGSB. Good communication with the family is an essential part of ensuring that your son's academic and pastoral needs are met, so we hope you will contact us immediately if you have any concerns about your son's progress or wellbeing. We hope you will have found this booklet useful.

We look forward to seeing you at the special meeting for new parents in July.

NOTES